LARIS®

MacProject® Pro
Quick Reference

ns

Start On or Finish On constraint
Start No Earlier Than constraint
Start No Later Than constraint
Early Start constraint
Finish No Earlier Than constraint
Finish No Later Than constraint
Late Finish constraint
User-set Actual Start or Actual Finish
Leveler-set Earliest Start or Actual Start
Swept actual date
Impossible date
Date beyond limits of date calculations
Resource-driven duration
Note (open) — double-click to close
Note (closed) — double-click to open
Finish-to-Start lag time
Start-to-Start lag time
Finish-to-Finish lag time

Selecting Objects

Select any object	Option-click (pointer is an arrow)
Select multiple objects (all except Project Overview)	Press Shift while dragging diagonally to enclose the objects in a selection rectangle. Or click the first object and then Shift-click additional objects.
Select entire chart	Click background of chart and choose Select All from the Edit menu.

Annotations and Notes

To add an annotation, click the background of a chart and type

To add a note, select an annotation and choose Change to Note from the Layout menu

Task box

To attach a note, select a task box and choose Attach Note from the Task menu

Zooming

Custom setting: Double-click to set a custom zoom factor. Click once to alternate between 100% and last value

100 %

Enlarge: Click to increase chart image by 100%

Reduce: Click to decrease chart image by 50%

Command-Key Shortcuts

Bold	Shift-⌘-B
Calculate Now	⌘-=
Change to Milestone / Change to Task	⌘-M
Check All...	⌘-Y
Close	⌘-W
Close Document	Shift-⌘-W
Copy	⌘-C
Cut	⌘-X
Display Attributes... (Schedule Chart)	Shift-⌘-A
Duplicate	⌘-D
Duration Scale...	Shift-⌘-D
Find...	⌘-F
Find Next	⌘-H
Fit to Window / Actual Size	Shift-⌘-R
Go to First	⌘-G
Help...	⌘-?
Insert Task (dependency selected in Schedule Chart)	⌘ - D
Italic	Shift-⌘-I
Level Resources	⌘-L
Link to Subproject...	Shift-⌘-L
Make Outline Summary	Shift - ⌘ - E
Move to Task Palette	⌘ - I
New	⌘ - N
New Item (Outline)	⌘ - D
New Resource (Resource Table)	⌘-D
New Task (Project Table)	⌘-D
Open...	⌘-O
Other Size...	Shift-⌘-O
Page Setup...	Shift-⌘-P
Paste	⌘-V
Plain	Shift-⌘-T
Print...	⌘-P
Quit	⌘-Q
Remove from Schedule Chart (Outline, Schedule Chart)	⌘-I
Resources...	⌘-R
Save	⌘-S
Save As...	Shift-⌘-S
Search...	Shift-⌘-F

Command-Key Shortcuts continued

Search Again	Shift-⌘-H
Select All	⌘-A
Show Calendar Info...	⌘-E
Show Summary Info	⌘-T
Show Task Info	⌘-T
Show / Hide Cue Card	⌘ -]
Show / Hide Task Palette	⌘ - [
Sort...	⌘-J
Sort Again	Shift-⌘-J
Spell Word	Shift-⌘-Y
Timeline Setup...	⌘-U
Underline	Shift-⌘-U
Undo	⌘-Z

Dialog Boxes

Keyboard Shortcuts

OK	Return or Enter
No	⌘-N
Cancel	⌘-Period or Esc
Tab	Select contents of next text box
Arrow keys	Move in text box
⌘-? (most dialog boxes)	Help

Shortcuts for Working With Scrolling Lists

(Column Setup, Sort, and Resource Scope dialog boxes)

To move an attribute from one list to the other, double-click its name.

To move an attribute up or down in a scrolling list, select an attribute name and drag it up or down.

To show or hide an attribute, place the pointer over the circle next to the name and click to alternate between showing and hiding. In the Sort dialog box, click the icon to alternate between ascending and descending sort.

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ARIS®

MacProject® Pro

Project Process

Legend

- Action
- *Chart or dialog box*
- Reference in *MacProject Pro User's Guide*

LDING THE PROJECT SCHEDULE

ject proposed

instorm & organize
ject details
line
ter 4

Schedule tasks
Schedule Chart
Chapter 5
Chapter 9 (Subprojects)

Set up calendars
Calendar Info window
Chapter 6

Enter resources & resource information
Resource Table
Chapter 6

Project doesn't require resource tracking

Project doesn't require custom calendars and resource tracking

Enter durations, dates, & costs
Task Info window
Project Table
Chapter 6

CKING AND PRESENTING PROGRESS

Project data is ready for reporting

alyze, monitor,
evel resources
ocation Table
ource Histogram
ource Timeline
ter 8

Enter actual dates & work completed
Project Table
Task Timeline
Task Info window
Resource Timeline
Chapter 7

Analyze & customize project data
Sort
Search
Bar Formats
Perspectives
Column Setup
Custom & Outline Summaries
Chapter 10
Chapter 11
Chapter 12

Report on Progress
Headers and Footers
Print Preview
Print
Project Overview
Chapter 2
Chapter 11
Chapter 12

Project finished

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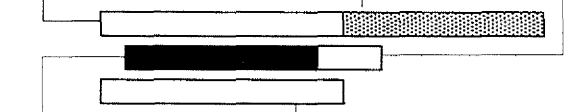
Timelines

Bar Parts

Planned: Planned elapsed time for work on a task, milestone, or supertask. (Task Timeline is entire task; Resource Timeline is resource's part of task.)

Actual: Actual elapsed time for work on a task, milestone, or supertask.

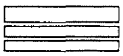
Slack: Shaded extension to a planned bar (Calculate Using Planned) or actual bar (Calculate Using Actual)



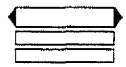
Percentage complete: Filled area of an actual bar

Baseline: Planned elapsed time saved as a baseline

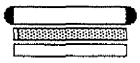
Default Bar Formats



Task bars



Milestone bars



Supertask bars

Summary Bars

Shortcuts

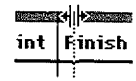
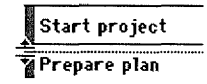
Go to next planned bar (bar is selected)	Return
Go to previous planned bar (bar is selected)	Shift-Return
Open Task Info window	Double-click planned bar
Change Actual Start date	Drag actual bar
Change Actual Finish date	Drag right end of actual bar
Change percentage done	Drag into actual bar from left end or drag from current % Done value

Options

Set bar display	Choose Preferences from the Edit menu, select Timeline, and set options
Set timeline scale, grid, Time Now Line	Choose Timeline Setup from the Layout menu, or double-click timeline axis in chart
Add or edit bar formats	Choose Bar Formats from the Timeline Bars submenu (Layout menu)
Apply custom bar formats	Select rows in the timeline, choose Timeline Bars from the Layout menu, and choose a format from the submenu

Tables

Modifying

Set column display		Choose Column Setup from the Layout menu.
Change column width		Place pointer over column divider in column heading row and drag left or right. Option-drag to resize all columns.
Expand columns		Press Command, place pointer over bold divider on top border of table, and drag right. ⌘ - Option-drag to expand all columns.
Collapse columns		Place pointer over column divider in column heading row and drag left over as many columns as you want to collapse.
Move columns		Press Option, place pointer over top border of table, and drag column(s) to new location.
Change row height		Place pointer over row divider in border at left end of table and drag up or down. Option - drag to resize all rows.

Navigating Editable Cells (except Name cell in Outline)

Move one cell to the right	Tab or Option-Right Arrow (wraps to the beginning of the row)
Move one cell to the left	Shift-Tab or Option-Left Arrow (wraps to the end of the row)
Move one cell above the current cell	Shift-Return or Option-Up Arrow (wraps to the bottom of the column)
Move one cell below the current cell	Return or Option-Down Arrow (wraps to the top of the column)

Selecting

Single cell	Press Option while clicking the cell
Contiguous group of cells	Option - click one corner and then Shift-click the opposite corner
All cells in the table	Click the upper-left corner of the table where the gray borders intersect
All cells, plus any graphics, notes, and annotations in the tables	Click the background of the table and choose Select All from the Edit menu
Single row	Click the gray border to the left of the row
Several contiguous rows	Drag through the gray border to the left of the rows, or select the first row and then Shift-click the last row
Non-contiguous rows	⌘-click the gray border to the left of the rows
Single column	Click the gray border at the top of the column
Several contiguous columns	Drag through the gray border at the top of the column, or select the first column and then Shift-click the last column
Non-contiguous columns	⌘-click the gray border above the columns

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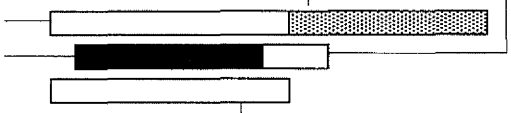

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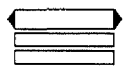
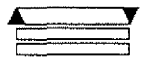


Milestone bars

task bars



Summary Bars

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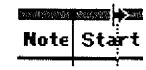
Expand columns		Press Command, place pointer over bold divider on top border of table, and drag right. ⌘-Option-drag to expand all columns.
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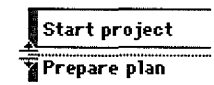
Change row height		Place pointer over row divider in border at left end of table and drag up or down. Option-drag to resize all rows.

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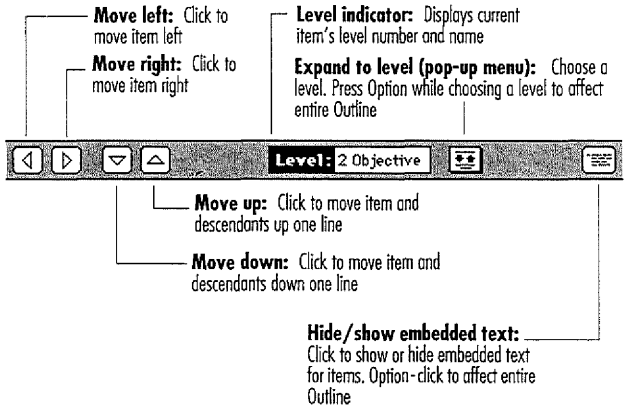
Move one cell below the current cell	Return or Option-Down Arrow (wraps to the top of the column)

Selecting

Single cell	Press Option while clicking the cell
Contiguous group of cells	Option-click one corner and then Shift-click the opposite corner
All cells in the table	Click the upper-left corner of the table where the gray borders intersect
All cells, plus any graphics, notes, and annotations in the tables	Click the background of the table and choose Select All from the Edit menu
Single row	Click the gray border to the left of the row
Several contiguous rows	Drag through the gray border to the left of the rows, or select the first row and then Shift-click the last row
Non-contiguous rows	⌘-click the gray border to the left of the rows
Single column	Click the gray border at the top of the column
Several contiguous columns	Drag through the gray border at the top of the column, or select the first column and then Shift-click the last column
Non-contiguous columns	⌘-click the gray border above the columns

Outline

Icon Bar


Move left: Click to move item left
Move right: Click to move item right
Level indicator: Displays current item's level number and name
Expand to level (pop-up menu): Choose a level. Press Option while choosing a level to affect entire Outline
Level: 2 Objective
Move up: Click to move item and descendants up one line
Move down: Click to move item and descendants down one line
Hide/show embedded text: Click to show or hide embedded text for items. Option-click to affect entire Outline

Other Icons

✣	Item has visible descendants	Double-click to hide descendants
✚	Item has hidden descendants	Double-click to show descendants
□	Item has visible embedded text	Double-click to hide embedded text
■	Item has hidden embedded text	Double-click to show embedded text
	Item is on the task palette	Click to remove item from task palette Click empty cell in Status column to add item to task palette
	Item is scheduled	To remove from schedule, choose Remove from Schedule Chart (Organize menu)
	Item is an outline summary	To create, select unscheduled item with descendants and choose Make Outline Summary (Organize menu)

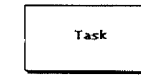
Shortcuts

Add item below current item	Return or ⌘-D
Add item above current item	Shift-Return
Hide or show embedded text for current item	Enter
Move item to the right	Tab or ⌘ - Right Arrow
Move item to the left	Shift-Tab or ⌘ - Left Arrow
Move one cell to the right of Name column	Option-Right Arrow or ⌘-Tab
Move one cell to the left of Name column	Option-Left Arrow or ⌘-Shift-Tab
Move one cell above the current cell from Name column	Option-Up Arrow or ⌘-Shift-Return
Move one cell below the current cell from Name column	Option-Down Arrow or ⌘-Return
Add line of text to current item	Option - Return
Add line of text to embedded text	Return or Option - Return
Move item directly to Schedule Chart	Option-click empty cell in Status column

Schedule Chart

Adding Elements

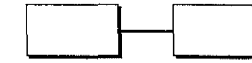
Task box: Drag diagonally, drag right or down from center of existing task box, or drag from task palette



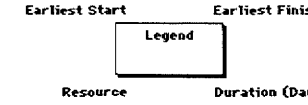
Supertask box: Draw task box and choose Link to Subproject from Task menu

Milestone box: Start drawing task box and press Option before releasing mouse button, or select task and choose Change to Milestone from Task menu

Dependency line: Drag from center of one task box to another



Legend: Draw and select task box, or select graphic or annotation and choose Change to Legend from Layout menu



Link marker: To link a task in one project to another task in the project family (cross-project dependency), select task and choose Link to Task from Task menu

Shortcuts

Open Task Info window	Double-click border of task, milestone, or supertask box
Set lag time	Double-click dependency line
Select next box	Return
Select previous box	Shift-Return
Select text in next box	Tab
Select text in previous box	Shift-Tab
Select multiple boxes	Shift - drag diagonally to enclose objects in a selection rectangle
Show different attributes around boxes	Double-click legend
Go to a subproject	⌘-double-click border of supertask box